# Center for Educational Performance and Information

## *Helpful Hints to TSDL Reporting*

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# Contents

# TSDL Checklist

☐ **Report every class for students (including exited students) required to be reported.**
**See Question 2**

☐ **Update, add or remove TSDL student courses as needed.**
**See Question 17**

   ✓ **The student course record is grayed in the Migrant TSDL, and I cannot type in the record, how do I update?**
   If you have a certified student record in TSDL that needs to be updated, you should check the box in front of the student name and click **"Copy Selected to Staging,"** this will create a non-certified record for that student that you can update. You cannot edit a certified record.



☐ **Report migrant students within 10 days for enrolling or exiting the student.**
**See Question 7**

   ✓ **MSIX Course Section ID**: If a student is a migrant, then the MSIX Course Section ID must be submitted.
   ✓ **MSIX Clock Hours**: If a student is migrant and has not fully completed a course, then the total number of clock hours for that course must be submitted.
   ✓ **Credits Granted**: If the course was not completed, prorate the credits granted for the period of the student's participation.
   ✓ **Course Grade**: If the course was not completed, prorate the grade for the period of the student's participation.
   ✓ **How do we know which of our students are migrants?** Run the Migrant Student List from the MSDS, General Reports. If you have any migrant specific questions please contact Michelle Williams with MDE at 517-241-6974 or williamsm48@michigan.gov.

☐ **Report all Dual Enrollment courses.**
**See Questions 5, 8, 9, and 14**

   ✓ Course **Type "07"** for students taking dual enrollment/post-secondary courses.
   ✓ **When reporting Course Type "07"** both **College Credit** and **Credits Granted** must be submitted.

☐ **Report all Virtual Student courses.**
**See Question 10**

✓ A **Teacher of Record** (Michigan certified teacher) must be assigned and reported for virtual courses.

✓ A **Mentor PIC** is a direct employee of the district who can facilitate the online course. Note: when a teacher is responsible for both the teacher of record and the mentor roles, his/her PIC must be reported in both the PIC and Mentor PIC characteristics.

✓ Online teachers contracted through Michigan Virtual University, Michigan Online, or other online providers, must be Michigan certified teachers in the grade level and subject area they are instructing. They must be reported in REP and the contracted provider must provide your entity with the teacher data.

☐ **Report REP PIC Field: "Teacher of Record" or "Mentor"**
**See Questions 11 and 12**

✓ Do not use leading zeros.

✓ The Teacher of Record must be a Michigan certified teacher.

✓ The Teacher of Record must be highly qualified in the subject area.

✓ The Teacher of Record may be employed directly by the district or through a contract provider.

✓ There can be up to three Teacher of Record PICs reported per student course.

✓ A Mentor teacher must be an employee of the district and does not need to be certified or highly qualified, although a teacher of record must be assigned to a course.

✓ Refer to the [REP Crosswalk](#) for assistance in matching School Codes for the Exchange of Data codes to the appropriate REP assignment codes.

✓ Dual Enrollment courses coded Course Type "07" are not required to have a Teacher of Record.

☐ **Report Summer courses**
**See Question 15**

✓ **Incomplete (I):** If the student has not received a final grade, submit the final grade in the following school year's TSDL indicating the previous school year in the "Academic Year" field.

✓ **Ongoing Enrolled (OE):** A course grade is not required. This can also be used for a summer course.

☐ **Report "Specials"**

✓ Report teachers of courses such as art, physical education, music, etc., in which these separate courses are reported on a student's academic record.

✓ Each course should be reported as a separate course with the applicable teacher of record PIC(s).

✓ You can report the teacher as a co-teacher along with the primary instructor, if the instruction is considered part of a general inclusive classroom course.

# Introduction

This document presents helpful hints to Teacher Student Data Link reporting. Our intention with this document, is to provide Michigan Student Data System users with a helpful resource that can be used when reporting the TSDL Collections. The hints below provide basic information to topic areas that have posed questions in past TSDL reporting.

# Helpful Hints

1. *What are the TSDL Collections?*

   The TSDL Collections link students and the teachers who provide instruction to them and is housed in the MSDS. Data reported in the collection reflect each student's performance in classes taken throughout the current academic year. These data will be used for Every Student Succeeds Act report cards and existing legislative reports.

2. *What students are required in the TSDL Collection?*

   Districts are required to report students in the following categories:

   - Migrant education participants (Grades 9-12)
   - Dual enrollment participants (Grades 9-12)
   - Early Middle College participants (Grades 9-12)
   - Advanced and accelerated learning
     - Advanced Placement participants (Grades 9-12)
     - International Baccalaureate participants (All Grades)
   - Virtual/online learning participants (All Grades)
   - Shared-Time Programs **(All K-12 Students*)**

   If your student fits into one of these categories, you must report every class the student took during the entire school year.

   If a student requiring TSDL submission exits your district during the school year, you are still required to submit applicable student data from the duration of their enrollment.

   **\* If your district claims any shared-time (nonpublic/homeschool) students in membership, then all K-12 students claimed in membership (including the shared-time students) for your district must be reported with their coursework in TSDL.**

   If your district has no students in any of the six categories mentioned above, then your district does not have to submit a TSDL Collection.

3. *Two TSDL Collections*

In response to concerns from the field and in consultation with several districts and ISDs, the MSDS TSDL Collection will be split into two separate collections beginning with the 2018-19 school year:

1. **Migrant TSDL Collection**
   a. Only migrant students can be reported.
   b. Has a year-long reporting window (ongoing collection) so course information for a migrant student can be captured within 10 days of an enrollment or exit from a district.
2. **General TSDL Collection**
   a. Is a single certify collection.
      i. Allows users to decertify/certify their collection to make course record changes without having to submit a new course record.
   b. Only non-migrant students requiring a TSDL submission can be reported.
      i. CEPI will merge migrant records with these records for state reporting purposes.
   c. One reporting window at the end of the school year (May-July).

*4. How can I certify my TSDL Collections?*

The Migrant TSDL Collection is submitted through an "Ongoing Certification" process, which means a new record can be certified at any time while the collection is open. This can be done by uploading new files to be certified or by manually adding students. If your student is already reported in the TSDL Collection and needs changes or new courses added, you can manually update by checking the box for the student in the staging area and then click "copy selected to staging." This creates a new record to be submitted and certified. The required components when submitting the TSDL Collection for a student are Submitting Entity, Personal Core, School Demographics and Student Course.

The General TSDL Collection is submitted through a "Single Certify" (like the general collections) process, which means a new record can be certified once during the reporting window. This can be done by uploading new files to be certified or by manually adding students. During this reporting window, the Collection can be certified and decertified at any time until the certification deadline. Only one student record will be added to Student History.

*5. How to report College Credit and Credits Granted for Dual Enrollment Courses*

The "Credits Granted" and "College Credit" characteristics in the Student Course component must be reported as follows for ALL dual enrollment courses:

**"Credits Granted"** refers to the amount of high school credits a student earns through completion of all or a portion of the course. Report a number from 0.00 to 9.99 representing the secondary (high school) level credit awarded.

**"College Credit"** refers to the amount of credit hours associated with the course. Report a number from 0 to 10 representing the number of credits assigned to each post-secondary (college) level course the student attempted.

- When reporting dual enrollment courses, use code "07" (Dual Enrollment).
- When the Course Type is "07" the College Credit and Credits Granted characteristics must be submitted.
- When the Course Type is "07" and the Completion Status is "CP," then the College Credit characteristic or the Credits Granted characteristic must have a value greater than 0.
- If a course is being claimed for 64b funding using the Eligible64bCourse characteristic, then the College Credit characteristic must have a value greater than 0.
- If a course is being claimed for 64b funding using the Eligible64bCourse characteristic and the course has been completed and passed, then the Credits Granted characteristic must have a value greater than 0.

6. *Having trouble selecting the required subgroups in your student information system?*

   The TSDL Collection will allow submission of all student course data. TSDL student records that are not identified as one of the required student populations will not have the detailed data quality process applied. Only student course data in the required student populations will be used for reporting and accountability purposes.

7. *Reporting Migrant Education students*

   Migrant students in grades 9-12 are required to have coursework submitted in the Migrant TSDL Collection within 10 days of enrolling or exiting from a district. For all courses reported, you must include all the required characteristics in the Student Course Component. Additionally, you must report credits granted and a course grade. If the course was not fully completed or enrollment is ongoing, course grade and credits granted should be prorated for the period of participation. Once the course is completed, or the student is no longer enrolled in the course, update TSDL records with the final course grade and credits granted. To find Migrant eligible students, run the Migrant Student List from the General Reports.

   If you have any Migrant specific questions please contact Michelle Williams with MDE at 517-241-6974 or WilliamsM48@michigan.gov.

8. *Who are considered dual enrollment participants?*

   Any student who is participating in a course for which he/she may earn post-secondary (college) credits is considered a dual-enrollment participant. Generally, these courses are taught by a post-secondary instructor at an institution of higher education, such as a community college or university.

All courses for students participating in a dual enrollment are required to be reported. Report post-secondary courses with code "07" (Dual Enrollment) in the Course Type characteristic.

9. *Reporting Virtual Learning courses*

   All courses taken during the school year by a student who participates in one or more virtual learning courses (including credit recovery courses), must be reported through TSDL. A virtual learning course is one taken through a computer-based or internet-connected environment in which students are separated from their teachers by time, location or both. A virtual course may be offered at a supervised school facility during the day as a scheduled class period or through self-scheduled learning where pupils have some control over the time, location and pace of their education.

   Virtual learning courses are identified by including one of the following codes in the Virtual Method characteristic for the course record:

   - **Blended Learning (BL)** – Instruction is provided through a combination of direct instruction and virtual/online instruction.
   - **Distance Learning (DL)** – Method of receiving synchronous academic instruction in courses for which the pupil is registered, via a two-way communication between the teacher of record and a group of pupils.
   - **Virtual Learning (OC)** – Method of receiving academic instruction in courses in which the pupil is registered and the courses are taken through a digital learning environment. For a course to be considered virtual vs blended, all (or almost all) the course content is delivered online.
   - **Not Virtual (NV)** – The course does not include virtual instruction. (This code is provided to accommodate some student information systems.)

   Full definitions of Virtual Methods are found on page 402 of the [2019-20 MSDS Collections Details Manual](#).

10. *Reporting the Teacher of Record*

    A Teacher of Record must be reported for each of the student's courses, including virtual learning courses. The TOR for a course must be certified and highly qualified in the subject area. They have responsibility for providing instruction and determining grades/evaluating student progress. The TOR may be employed by the student's local district or by the course provider, which may be another district or virtual learning provider, such as [Michigan Virtual](#). Some courses may have more than one TOR. You may report up to three teachers per course record. Only courses identified as dual enrollment (Course Type "07") may be reported without at least one TOR.

    To report the TOR, include the teacher's Personnel Identification Code in the PIC characteristic within the course record. PICs are assigned through the Registry of

Educational Personnel. Information on PICs and the REP is available on the [REP web page](#).

## 11. *Reporting Mentors in TSDL*

A mentor is a professional employee of the district who monitors the pupil's progress, ensures the pupil has access to needed technology, is available for assistance, and ensures access to the teacher of record. A mentor may also serve as the teacher of record if the mentor meets the definition of a teacher of record.

Mentors should be reported using the Mentor PIC characteristic in the Student Course component for online or virtual courses. If the mentor is simply facilitating and not teaching the online course, he/she does not need to be certified or highly qualified in the subject; however, a teacher of record must be assigned to the student/course. NOTE: When a teacher is responsible for both the teacher of record and mentor roles, his/her PIC must be reported in both the PIC and Mentor PIC characteristics.

## 12. *Reporting Advanced Placement 9-12 or International Baccalaureate students grades K-12*

All courses for students participating in an advanced/accelerated learning program, such as Advanced Placement or International Baccalaureate, are required to be reported. For the advanced courses, be sure to report the appropriate code in the Course Type characteristic.

## 13. *Who are considered EMC participants?*

Early Middle College participants are students who attend an EMC school/program through which a student earns a high school diploma and either an associate degree, professional/technical certification, up to 60 transferable college credits or the Michigan Early/Middle College Association certificate.

When reporting EMC students taking post-secondary courses, they must be reported with code "07" in the Course Type characteristic in the Student Course Component in TSDL.

EMC students are granted an additional year for the expected on-time graduation date and may be in grades 9-12.

EMC participants must be reported as code "3500" in the Program Participation component every time they are reported. The "3500" code is the trigger to changing the expected graduation year. Reporting an EMC student without code "3500," signals the system to revert to the original cohort year.

Students should be reported as participating in an EMC when they begin taking courses on an EMC education plan, but must be reported no later than the fall of their third year of high school (grade 11 or junior year).

14. *How to report students taking summer courses*

   Students who take classes in the summer and fit into one of the five categories can be reported in the current school year or the following school year. If your student has not received a final grade by the TSDL certification deadline, report that course with an incomplete (I) completion status. The course must then be resubmitted in the following school year's TSDL Collection with the previous school year in the "Academic Year" characteristic.

15. *Entering the Completion Status*

   Before certifying your collection, please review your Completion Status for all courses. If a course has been entered in TSDL, please make sure the final Completion Status has been selected. All courses reported at any time in the school year with code "OE" need to be updated to show the final status of the courses. Please visit the Student Course Component section of the MSDS Collection Details Manual to learn more about the list of values and their descriptions to accurately report the correct Completion Status.

16. *Update, add or remove TSDL courses in the Migrant TSDL Collection*

   **Update:** To effectively update course data in TSDL, the characteristics identifying a unique course MUST match. When a student record is submitted and certified for a unique course, the course information will UPDATE. The characteristics within the Student Course Component that are used to identify a unique course are: UIC, Operating District, Local Course ID, Course Section ID and Academic Year.

   **Add:** If the original student course record submitted and the new record course submitted do not match EXACTLY, the original course will remain unchanged and a new course will be ADDED.

   **Remove:** If the original student course is submitted in error, another record should be submitted with the "ER" (Submitted in Error) completion status. A new Student Course record can be submitted with the corrected information after the submission of the "ER" record. Any course submitted with the "ER" completion status will not be used.

   Please Note:
   - When multiple records have been reported for a unique course, the data reported in the most recently certified record will be used for all reporting purposes.
   - The above guidance applies to courses that have been certified in the TSDL Collection.
   - **Since Migrant TSDL is an ongoing collection, if you upload a new file before certifying courses that already exist in the staging area, the new uploaded file will replace any uncertified courses.**

17. *Assigning a unique course*

Check your local Student Information System to make sure all individual classes have been assigned a unique Local Course ID and Course Section ID if they have the same associated SCED code. MSDS uses a combination of the UIC, Operating District, Local Course ID, Course Section ID and Academic Year to determine a unique course. Using a generic course ID may result in students being identified in a course that was unintended. Districts should use the National Center for Education Statistics course code that best describes the class. If none of the specific course codes are appropriate, each subject area has an "Other" course code that may be used.

18. *Additional TSDL Reporting and Contact Information*

Additional information on TSDL reporting can be found on the CEPI MSDS Teacher Student Data Link page in the MSDS Collections Details Manual for the current school year.

CEPI Customer Support is available for general reporting questions at 517-335-0505 x3 or CEPI@michigan.gov.

MDE Program Office Contacts are available for specific requirement questions:

- Migrant Education: Michelle Williams, 517-241-6974, WilliamsM48@michigan.gov
- Dual Enrollment: Eric Lipinski, 517-241-6895, LipinskiE@michigan.gov
- Online/Virtual Learning: Michelle Ribant, 517-373-8480, RibantM@michigan.gov
- Advanced/Accelerated Learning (AP/IB): Eric Lipinski, 517-241-6895, LipinskiE@michigan.gov
- Shared-Time: Brian Ciloski, 517-241-2209, CiloskiB@michigan.gov